



# NY GovBuy

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Office of  
General Services



# Intro to OGS & Procurement Services

## Tips for Navigating the PS Website

May 2 & 3, 2017

#2018NYGovBuy  @NYSPRO  @nysprocurement

# Intro to OGS & Procurement Services

#2018NYGovBuy



@NYSPRO



@nysprocurement



**NY GovBuy**

# Who We Are



Established in 1960, **New York State Office of General Services** provides essential support services for the operations of state and local government.

# Who We Are

**Building Administration**

**Real Estate Services**

**Design & Construction**

**Admin. & Support Services**

**Business Services Center**

**Procurement Services**

We are the state's central procurement office responsible for establishing and managing contracts for goods and services needed by government entities across New York.

**We manage approximately 1,500 contracts worth \$4.5 billion per year! We effectively oversee the 7<sup>th</sup> largest economy in the world!**

# OGS Centralized Contracts

- These are statewide contracts that are competitively bid or negotiated.
- There are three types:
  - Commodities
  - Services
  - Technology



Search our contracts at:  
[www.nyspro.ogs.ny.gov/content/procurement-services-contract-portal](http://www.nyspro.ogs.ny.gov/content/procurement-services-contract-portal)

# Who Can Use Our Contracts?

- State agencies
- Local governments
- School districts & private schools
- Universities & colleges
- Charitable non-profit organizations
- Public authorities
- Public benefit corporations



# Why Buy through NY?



# Top Three Reasons to Use Our Contracts



**We Save You Time!**

**We Save You Money!**

**Our Contracts Offer Choices!**

## We Save You Time

We handle the solicitations, negotiations, and contract administration for you.

## We Save You Money

We use different procurement strategies to get you competitive pricing.

**YOU'RE IN GOOD COMPANY!!**

**More than 7,600 users currently buy from OGS  
Centralized Contracts!**



# Our Contracts Offer Choices

We manage approximately **1,500 contracts** for goods and services. From road salt to IT services...we have what you need!

- A/V Equipment
- Athletic Equipment
- Office Supplies
- Furniture
- Highway Materials
- Computer Hardware & Software
- Office Supplies
- Rubbish Removal
- Administrative Services
- Bank Card Services
- Elevator Maintenance
- Telecommunications
- Medical Equipment
- Fuels

# Navigating Procurement Services Website



# Procurement Services Website

Where to find it:

[www.nyspro.ogs.ny.gov](http://www.nyspro.ogs.ny.gov) OR <https://www.ogs.ny.gov>

What it offers:

- Information for buyers
- Information for businesses
- Contracts portal
- PS contact information
- Links to other websites



# Home page



Services News Government Local

Q Search

Location

Translate

## Office of General Services - Procurement Services

Information for Buyers Information for Businesses NY GovBuy Vehicle Marketplace eMarketplace Power of Purchasing Tour

Search

Find Contracts

Announcements

Bid Calendar & Notifications

Bid Opening Results

Restricted Periods List

Resources for Emergencies

Tentative Award Updates

1122 Public Safety Purchasing Program

BuyNY Guidelines

customer.services@ogs.ny.gov

(518) 474-6717



## Office of General Services - Procurement Services

### About

Procurement Services

NYS Office of General Services

NYS Procurement Council

### Procurement Resources

Project Sunlight

NYS Contract Reporter

Ethics & Lobbying in NYS

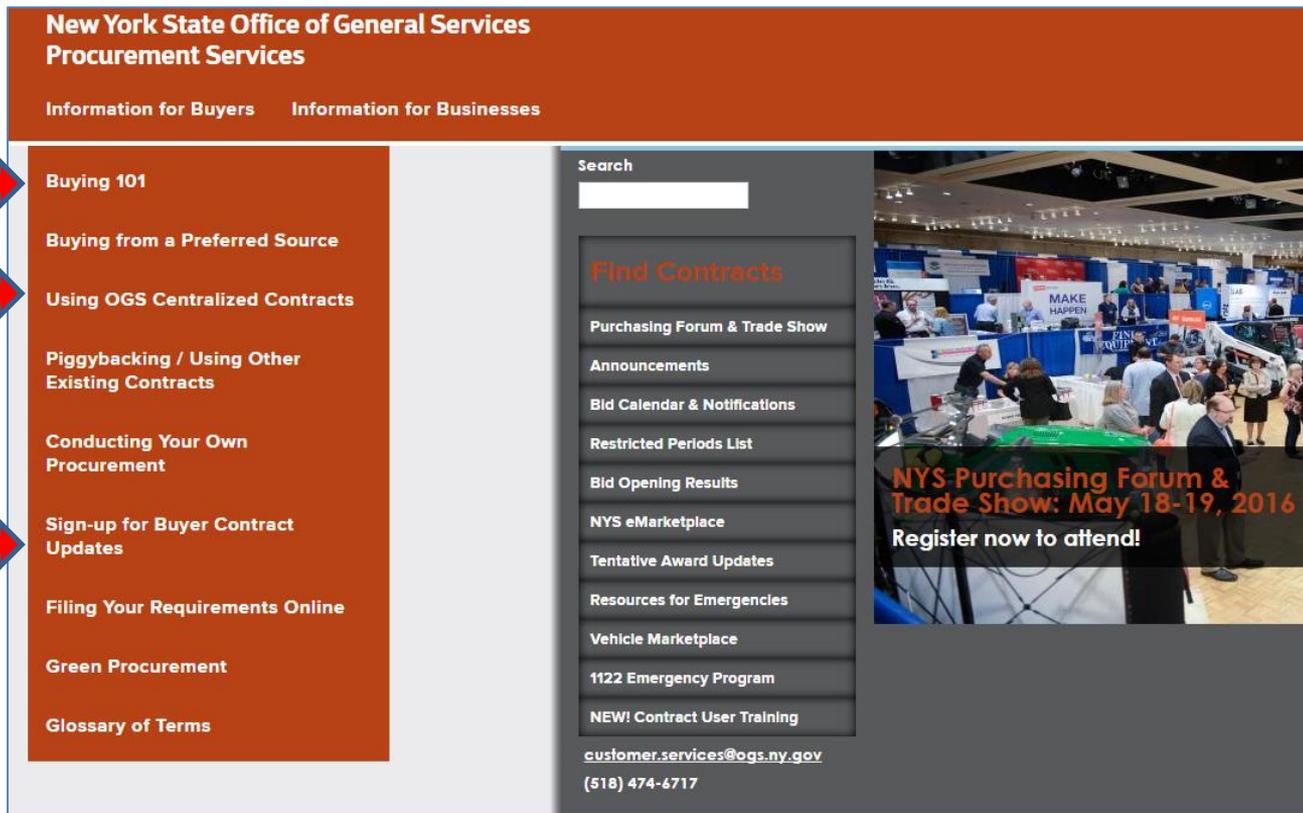
### Website

Reasonable Accommodation

Site Map

Accessibility

# Information for Buyers



New York State Office of General Services  
Procurement Services

Information for Buyers Information for Businesses

Buying 101

Buying from a Preferred Source

Using OGS Centralized Contracts

Piggybacking / Using Other Existing Contracts

Conducting Your Own Procurement

Sign-up for Buyer Contract Updates

Filing Your Requirements Online

Green Procurement

Glossary of Terms

Search

Find Contracts

Purchasing Forum & Trade Show

Announcements

Bid Calendar & Notifications

Restricted Periods List

Bid Opening Results

NYS eMarketplace

Tentative Award Updates

Resources for Emergencies

Vehicle Marketplace

1122 Emergency Program

NEW! Contract User Training

customer.services@ogs.ny.gov  
(518) 474-6717

NYS Purchasing Forum & Trade Show: May 18-19, 2016  
Register now to attend!

- Basic Information for Buyers
- How to use our contracts
- Link to Purchaser Notification System
- Glossary

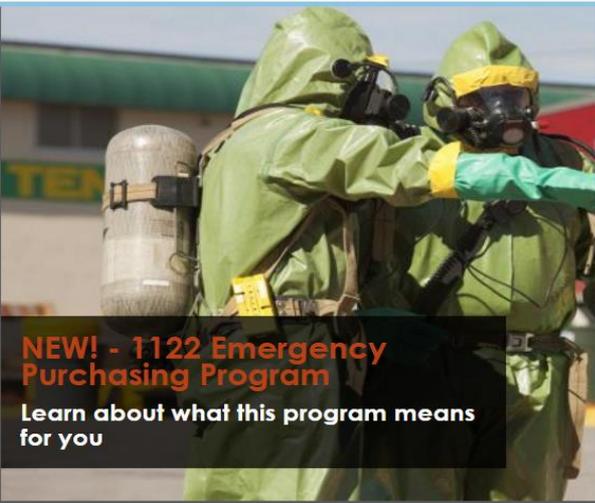
# Information for Businesses

New York State Office of General Services  
Procurement Services

Information for Buyers   Information for Businesses

- ➔ Becoming MWBE Certified
- Bidding 101
- Contract Bid Opening Results
- Doing Business with NYS
- Finding Bid Opportunities
- ➔ Tentative Award Updates
- ➔ Obtaining a Vendor ID
- Glossary of Terms

Vehicle Marketplace  
1122 Emergency Program  
NEW! Contract User Training  
[customer\\_services@ogs.ny.gov](mailto:customer_services@ogs.ny.gov)  
(518) 474-6717



**NEW! - 1122 Emergency Purchasing Program**  
Learn about what this program means for you

- How to become certified
- How to get a Vendor ID number
- Link to NYS Contract Reporter

# New York State GovBuy

2017 New York State GovBuy

[Welcome](#) [Course Information](#) [Trade Show Information](#) [Information for Exhibitors](#) [Take Our Class Survey](#)



- Information on Courses
  - Class Videos
  - Class PPTs
- Information on Trade Show
- Information for Exhibitors
- 2018 GovBuy info

# Vehicle Marketplace

New York State Office of General Services  
Vehicle Marketplace

[Authorized Users - How to Buy](#)   [Vehicle Dealers - How to Sell](#)   [Mini-Bid Results](#)



## Requests for Cars

See All Mini-Bid  
Requests for Class 1-2  
Light Duty Vehicles

## Requests for Trucks

See All Mini-Bid  
Requests for Class 3-8  
(Med-Heavy Duty) Vehicles

New York State Office of General Services  
Vehicle Marketplace

- Used by Buyers and Dealers
- Forms for Buyers
- Results of Mini-Bids
- Contact Info for the VM Team

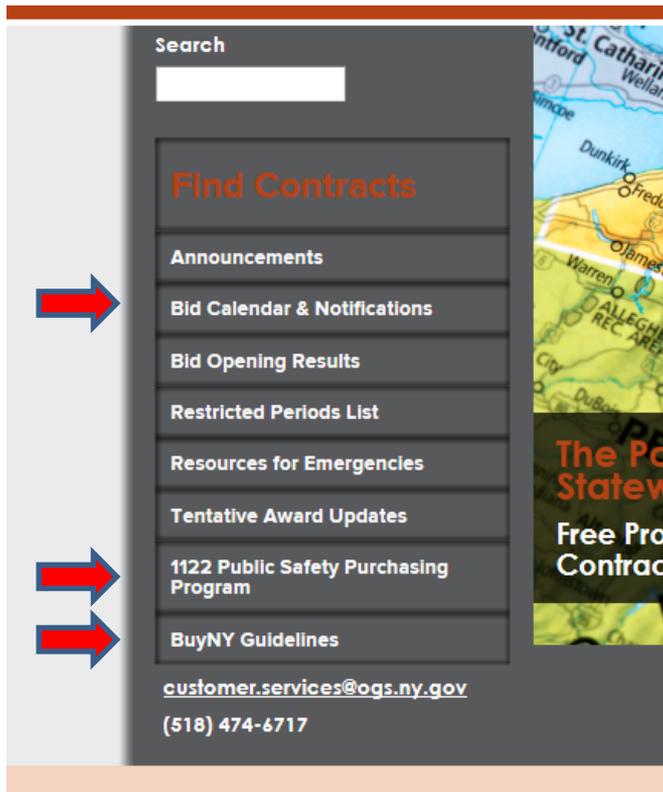


# Outreach Events



- The Power of Purchasing Statewide Tour
- Training Event Information
- Agenda
- Registration Links

# Other Information



- Bid Calendar & Results
- Timely information
- New Program information
- Buy NY Guidelines



# Other Resources

**The Power of Purchasing Statewide Tour**  
Free Procurement Seminars for Contract Users

Register Now for a Location Near You

- Announcements
- Bid Calendar & Notifications
- Bid Opening Results
- Restricted Periods List
- Resources for Emergencies
- Tentative Award Updates
- 1122 Public Safety Purchasing Program
- BuyNY Guidelines

customer.services@ogs.ny.gov  
(518) 474-6717

## Office of General Services - Procurement Services

### About

Procurement Services

NYS Office of General Services

NYS Procurement Council

Advisory Council on Procurement Lobbying

Freedom of Information Law (FOIL)

### Procurement Resources

Project Spotlight

NYS Contract Reporter

Ethics & Lobbying in NYS

Business Services Center

### Website

Reasonable Accommodation

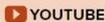
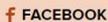
Site Map

Accessibility

Disclaimer

Privacy

CONNECT WITH US



## More important links:

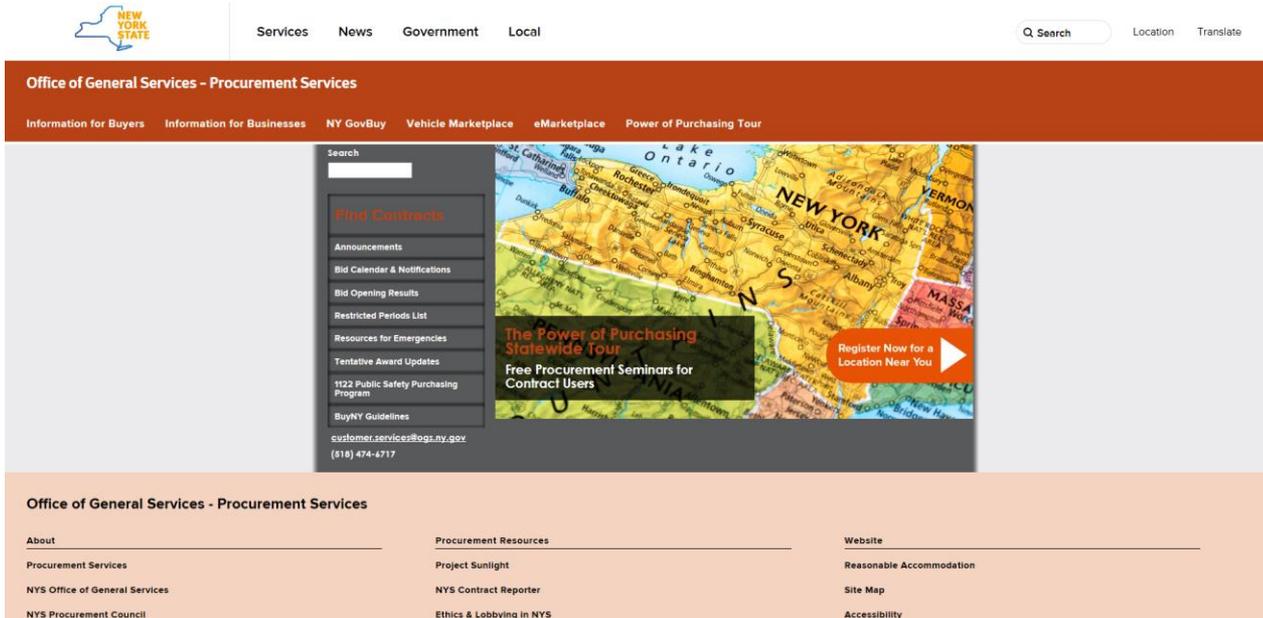
- About
  - NYS OGS
  - NYS Procurement Council
  - Freedom of Information Law (FOIL)
- NYS Procurement Resources
  - NYS Contract Reporter
  - Ethics & Lobbying Information
  - Business Services Center
- Website info
- Social Media links





# Website Re-design

We are working on making the website more user-friendly!



# Tips for Searching Contracts

# Start at [www.nyspro.ogs.ny.gov](http://www.nyspro.ogs.ny.gov)



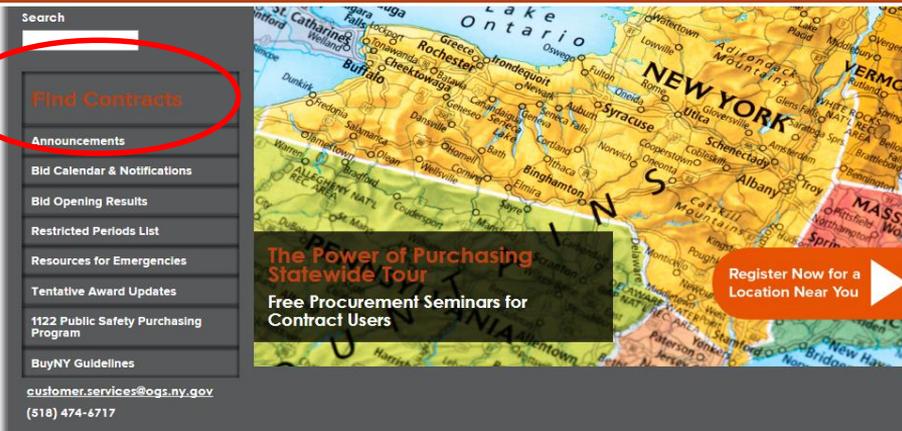
Services News Government Local

Q Search

Location Translate

## Office of General Services - Procurement Services

Information for Buyers Information for Businesses NY GovBuy Vehicle Marketplace eMarketplace Power of Purchasing Tour



Search

- Find Contracts**
- Announcements
- Bid Calendar & Notifications
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**The Power of Purchasing Statewide Tour**  
Free Procurement Seminars for Contract Users

Register Now for a Location Near You

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Procurement Services  
NYS Office of General Services  
NYS Procurement Council

Procurement Resources  
Project Sunlight  
NYS Contract Reporter  
Ethics & Lobbying in NYS

Website  
Reasonable Accommodation  
Site Map  
Accessibility





# Contract Search Page

Welcome to the Procurement Services centralized contracts portal that gives you access to our directory of contracts and direct links to the most requested contract pages. Be sure to visit [Buying 101](#) and [Using Centralized Contracts](#) to learn how to use these purchasing tools.

Check out our [tips for searching](#) OGS centralized contracts .

Commodity  
Contracts

Service  
Contracts

Technology  
Contracts

Search All Centralized Contracts

Go →

## Quick Links to Frequently Requested Contracts

- [IT Services \(HBITS\) Contracts](#)
- [Fuel Contracts & Pricing](#)
- [Salt Contracts, Delivery Schedules & Pricing](#)
- [Electronic Value Transfer \(EVT\) Service Contract](#)
- [Complete Listing of all Statewide Contracts](#) (PDF)
- [Alphabetical Listing of all OGS Procurement Services Contracts](#) (PDF)

## More Buying Resources

- [Buying Green](#)
- [Educational Buying Programs](#)
- [Buying from Preferred Sources](#)
- [Purchasing with a Procurement Card](#) (for state agencies)

- Search Options
- Links to Frequently Requested Contracts
- Statewide Contracts Listing; Alphabetical and Complete
- Other Buying Resources



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## Quick Links to Frequently Requested Contracts

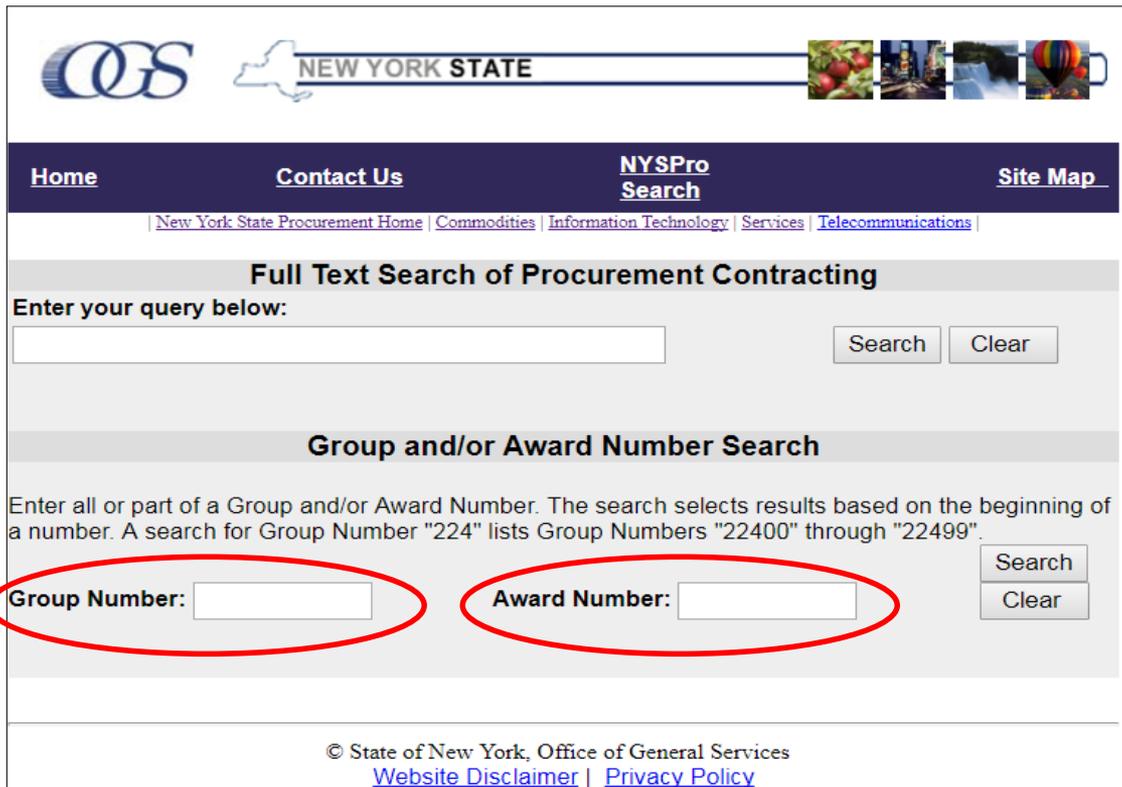
- [IT Services \(HBITS\) Contracts](#)
- [Fuel Contracts & Pricing](#)
- [Salt Contracts, Delivery Schedules & Pricing](#)
- [Electronic Value Transfer \(EVT\) Service Contract](#)
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- Easiest way to search...CLICK on Search All Centralized Contracts

# Contract Search Options

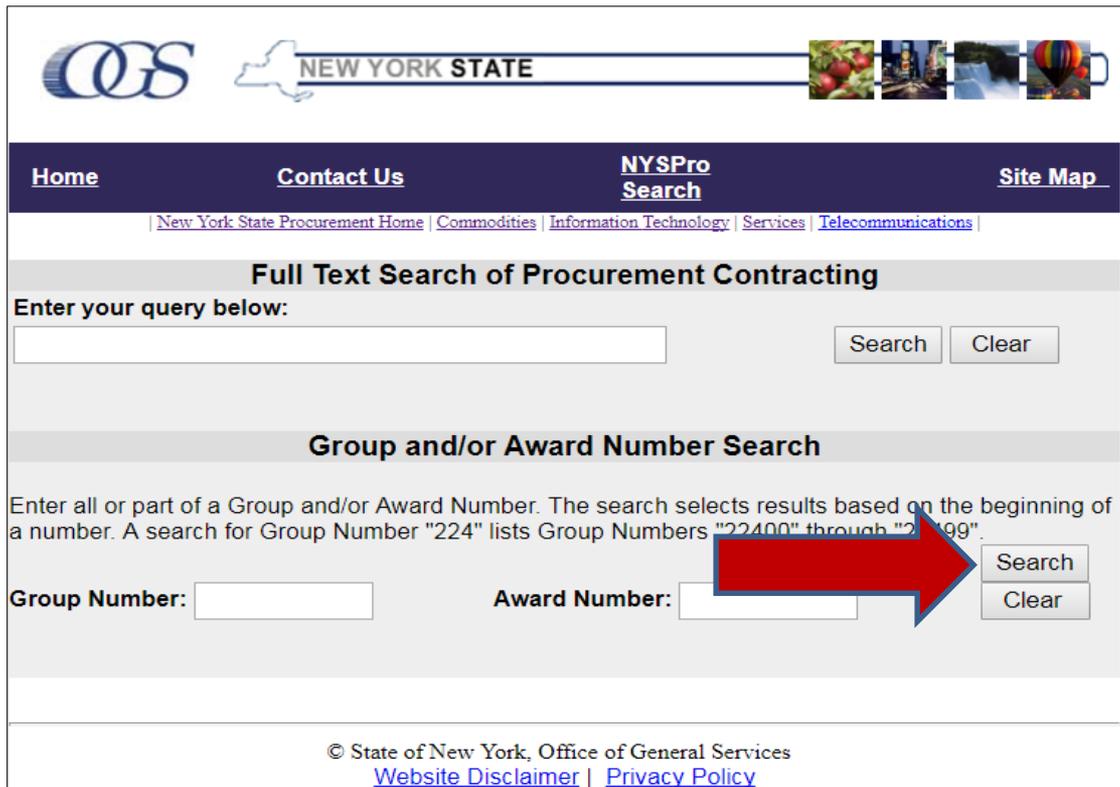


The screenshot shows the NYSPRO search interface. At the top, there is a navigation bar with links for Home, Contact Us, NYSPRO Search, and Site Map. Below this is a search section titled "Full Text Search of Procurement Contracting" with a text input field and Search/Clear buttons. A second section is titled "Group and/or Award Number Search" and includes a descriptive paragraph. This section contains two input fields: "Group Number:" and "Award Number:", both of which are circled in red. Search and Clear buttons are also present for this section. The footer contains copyright information and links to the Website Disclaimer and Privacy Policy.

## Search Contracts by

- Text
- Group Number
- Award Number

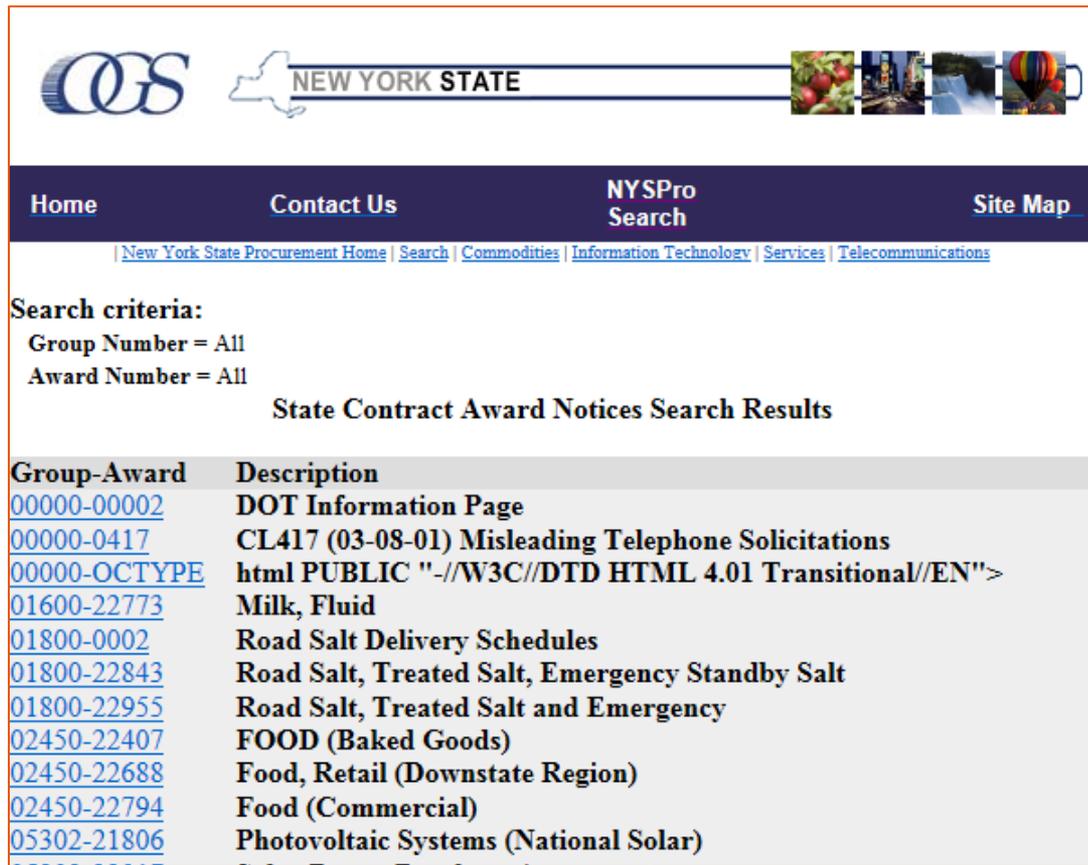
# Contract Search Options



The screenshot shows the NYSPRO website's search interface. At the top left is the OGS logo and a map of New York State. A navigation bar contains links for Home, Contact Us, NYSPRO Search (highlighted), and Site Map. Below this is a horizontal menu with links for New York State Procurement Home, Commodities, Information Technology, Services, and Telecommunications. The main section is titled "Full Text Search of Procurement Contracting" and includes a text input field, a "Search" button, and a "Clear" button. Below this is the "Group and/or Award Number Search" section, which includes a descriptive paragraph, two input fields for "Group Number" and "Award Number", and "Search" and "Clear" buttons. A large red arrow points to the "Search" button in this section. At the bottom, there is a copyright notice for the State of New York, Office of General Services, with links to the Website Disclaimer and Privacy Policy.

- GENERAL SEARCH
- Just click the Lower “Search” Button For a Comprehensive Contract Listing
- BOOKMARK THIS PAGE!!

# Contract Search Results



**OGS** NEW YORK STATE

Home Contact Us NYSPRO Search Site Map

[New York State Procurement Home](#) | [Search](#) | [Commodities](#) | [Information Technology](#) | [Services](#) | [Telecommunications](#)

Search criteria:  
Group Number = All  
Award Number = All

State Contract Award Notices Search Results

Group-Award	Description
<a href="#">00000-00002</a>	DOT Information Page
<a href="#">00000-0417</a>	CL417 (03-08-01) Misleading Telephone Solicitations
<a href="#">00000-OCTYPE</a>	html PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
<a href="#">01600-22773</a>	Milk, Fluid
<a href="#">01800-0002</a>	Road Salt Delivery Schedules
<a href="#">01800-22843</a>	Road Salt, Treated Salt, Emergency Standby Salt
<a href="#">01800-22955</a>	Road Salt, Treated Salt and Emergency
<a href="#">02450-22407</a>	FOOD (Baked Goods)
<a href="#">02450-22688</a>	Food, Retail (Downstate Region)
<a href="#">02450-22794</a>	Food (Commercial)
<a href="#">05302-21806</a>	Photovoltaic Systems (National Solar)

General Search Results

Comprehensive list of all contracts



# Contract Search Options

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Commodity  
Contracts

Service  
Contracts

Technology  
Contracts

Search All Centralized Contracts

Go →

## Quick Links to Frequently Requested Contracts

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- [Fuel Contracts & Pricing](#)
- [Salt Contracts, Delivery Schedules & Pricing](#)
- [Electronic Value Transfer \(EVT\) Service Contracts](#)
- [Complete Listing of all Statewide Contracts](#) (PDF)
- [Alphabetical Listing of all OGS Procurement Services Contracts](#) (PDF)

## More Buying Resources

- [Buying Green](#)
- [Educational Buying Programs](#)
- [Buying from Preferred Sources](#)
- [Purchasing with a Procurement Card](#) (for state agencies)

## Another Option....

# Click on “Complete Listing of all Statewide Contracts”

# Contract Search Results

- Use “Find” (Ctrl/f) to Search Document for Key Words
- Print the pages for easy future reference

Procurement Services							
All Term Contracts by Group Number							
Group	Description	Contract Period	Award#	MB/WB / SB	Contract No.	Contractor Name	
01600	MILK (FLUID) (STATEWIDE)	9/21/2015 - 9/20/2018	22773	SB	PC67024	BOICE BROS DAIRY INC	
01600	MILK (FLUID) (STATEWIDE)	9/21/2015 - 9/20/2018	22773		PC67025	BYRNE DAIRY INC	
01600	MILK (FLUID) (STATEWIDE)	9/21/2015 - 9/20/2018	22773		PC67026	CREAM-O-LAND DAIRIES LLC	
01600	MILK (FLUID) (STATEWIDE)	9/21/2015 - 9/20/2018	22773		PC67027	UPSTATE NIAGARA COOPERATIVE INC	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2017	22843		PC66657	CARGILL INCORPORATED DBA CARGILL INCORP DEICING TECH BUSINESS UNIT	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2017	22843		PC66658	AMERICAN ROCK SALT CO LLC	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2014 - 8/31/2017	22843		PC66698	COMPASS MINERALS AMERICA INC	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2015 - 8/31/2017	22955		PC67019	AMERICAN ROCK SALT CO LLC	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2015 - 8/31/2017	22955		PC67020	ATLANTIC SALT INC	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2015 - 8/31/2017	22955		PC67021	CARGILL INC - DEICING TECH BUSINESS UNIT	
01800	ROAD SALT, TREATED SALT, AND EMERGENCY STANDBY ROAD SALT	9/1/2015 - 8/31/2017	22955		PC67022	MORTON SALT INC	
02450	FOOD (BAKED GOODS) (STATEWIDE)	2/1/2013 - 1/31/2018	22407		PC65969	OROGRAIN BAKERIES SALES INC ON BEHALF OF BIMBO FOODS INC	
02450	FOOD (RETAIL) (STATEWIDE)	3/24/2014 - 3/23/2019	22688		PC66400	METROPOLITAN FOODS DBA DRISCOLL FOODS	
02450	FOOD (COMMERCIAL) (STATEWIDE)	12/1/2014 - 11/30/2019	22794		PC66399	SYSCO SYRACUSE LLC	
02450	FOOD (COMMERCIAL) (STATEWIDE)	12/1/2014 - 11/30/2019	22794		PC66401	H SCHRIER & CO INC	
02450	FOOD (COMMERCIAL) (STATEWIDE)	12/1/2014 - 11/30/2019	22794		PC66474	METROPOLITAN FOODS DBA DRISCOLL FOODS	
05302	PHOTOVOLTAIC SYSTEMS (STATEWIDE)	7/10/2009 - 12/8/2018	21806	SB	PC64694	NATIONAL SOLAR TECHNOLOGIES	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017	SB	PS926AA	HARVEST POWER LLC	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017		PS927AA	NEXAMP INC	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017	SB	PS928AA	SUSTAINABLE ENERGY DEVELOPMENTS INC DBA SUNCOMMON	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017		PS929AA	SOL SYSTEMS LLC	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017	SB	PS930AA	SOLAR LIBERTY ENERGY SYSTEMS INC	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017		PS931AA	TESLA LABORATORIES INC	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017	SB	PS932AA	HESP SOLAR LLC	
05302	SOLAR POWER PURCHASE AGREEMENTS (STATEWIDE)	5/1/2017 - 4/30/2022	23017		PS933AA	SOLARCITY CORPORATION	
05500	FUEL OIL, HEATING (GRADES #2,#4, #6 KEROSENE AND BIOHEATING FUEL	11/21/2014 - 8/30/2018	22779		PC66712	HERITAGENERGY INC	
05500	FUEL OIL, HEATING (GRADES #2,#4, #6 KEROSENE AND BIOHEATING FUEL	11/21/2014 - 8/30/2018	22779		PC66714	MAIN BROTHERS OIL CO INC DBA MAIN CARE ENERGY	
05500	FUEL OIL, HEATING (GRADES #2,#4, #6 KEROSENE AND BIOHEATING FUEL	11/21/2014 - 8/30/2018	22779		PC66715	MIRABITO HOLDINGS INC DBA MIRABITO ENERGY PRODUCTS	

Saturday, July 01, 2017

All Term Contracts by Group

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# Contract Search Options

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Commodity  
Contracts

Service  
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Technology  
Contracts

Search All Centralized Contracts



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## More Buying Resources

- [Buying Green](#)
- [Educational Buying Programs](#)
- [Buying from Preferred Sources](#)
- [Purchasing with a Procurement Card](#) (for state agencies)

Another Option....

Click on one of the  
3 Specific Areas”



# Contract Search Results

<a href="#">Building &amp; Security Guard Services</a> <a href="#">Electronic Online Database Services</a> <a href="#">Financial Services</a> <a href="#">Human Resources</a>	<a href="#">Information Advisory Services</a> <a href="#">Rental, Maintenance &amp; Repair Services (Miscellaneous)</a> <a href="#">Travel Services</a> <a href="#">Waste Removal</a>
--	--

## Building & Security Guard Services ▲

Group	Description
<a href="#">71004</a>	Elevator Maint/Repairs
<a href="#">71011</a>	Security Guard Services

## Electronic Online Database Services ▲

Group	Description
<a href="#">79100</a>	All Electronic On-Line Database Terms & Conditions

## Financial Services ▲

Group	Description
<a href="#">79008</a>	Bank Card Services

Service  
Contracts  
  
example  
search





## State Contract Award Notices - Commodities

Audio Visual Equipment & Accessories  
(Statewide)

<a href="#">Award Document</a>  <small>{Updated / Revised}</small>	<b>Contract Period:</b> April 15 , 2016 – April 14, 2021
<a href="#">Contract Updates</a> 	<b>Group:</b> 38806 <b>Award:</b> 22844-E*
<a href="#">Contractor Information</a> 	<b>Use of Contracts:</b> All State Agencies and Political Subdivisions
<a href="#">MWBE Resellers</a> 	<b>Contact Person:</b> Jennifer Clapham <b>Telephone:</b> (518) 474-2906
<a href="#">History Details</a> 	<b>Contract Issued:</b> April 15, 2016 <b>Contract Updated:</b> July 13, 2017
<a href="#">Customer Service</a>	

**Description:**

NOTICE: THIS CONTRACT AWARD NOTIFICATION CONTAINS A SUBSET OF INFORMATION FROM THE SOLICITATION. CONTRACTS RESULTING FROM SOLICITATION 22844 HAVE BEEN EXECUTED BY CONTRACT AWARD LETTER. THE CONTRACT AWARD LETTER SETS FORTH THE ORDER OF PRECEDENCE FOR THE TERMS AND CONDITIONS OF THE EXECUTED CONTRACTS. COMPLETE CONTRACT DETAILS INCLUDING TERMS AND CONDITIONS CAN BE FOUND IN THE SOLICITATION DOCUMENT DATED REVISED SEPTEMBER 29, 2015.

This contract provides Authorized Users with a means of acquiring new Audio Visual equipment and accessories for delivery throughout New York State. Products for purchase by all Authorized Users include, but are not limited to Audio, Cameras, Cases & Bags, Non-Cloud Content Management, AV Control, Displays, Interactive Displays, AV Furniture, Mounts & Rigging, Cables, Presentation, Production and Lighting, AV Signal, Management, Routing and Switching, Mobile Presentation Carts/Portable AV Systems, and Related Third Party Products pursuant to Section titled, Related Third Party Products. Related options, accessories, consumables, parts, software, maintenance and support services, including, but not limited to, limited installation, networking, extended warranties, maintenance and other related professional services, including for EOL Equipment. Excluded: stand-alone computers and tablets, cloud-based products and services, design services, installation services which are considered Public Works in accordance with New York State Labor Law.

This Contract Award Notification contains MWBE goals of 0% MBE and 0% WBE.

[Install Free Adobe Acrobat Reader for PDF Documents](#)

The above PDF files are available in text by calling Customer Services at (518) 474-6717.

## Standard Info from Contract Award Notice:

- Eligible Authorized Users
- CMS Name and Number
- Award Documents
- Contract Updates
- Scope of Contract Description
- MWBE
- History
- History Details
- Customer Service Contact





# Questions or Help?

Call Customer Services  
(518) 474-6717

Email:

[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

